

Obtaining Your For Hire Permit and Vehicle Certificates

WE ARE PLEASED to enclose the application forms required to obtain your For Hire Permit and Vehicle Certificates. Our goal is to help you successfully establish and operate a business in Washington.

How much will it cost me to license my business?

There are several fees you must pay if you are starting a new For Hire business:

For Hire permit	\$20
(Required if your city or county does not license taxi businesses)	
For Hire certificate <i>each</i> vehicle	\$20
State tax registration	no fee
Trade name registration	\$5
Taxi Meter <i>each</i> meter	\$15
Master Application fee	\$15

How do I renew my vehicle certificates?

You must renew your For Hire vehicle certificates each year. A renewal notice will be sent about 1 month before your certificate expires, however *it is still your responsibility to renew if you do not receive the notice.*

To Renew:

1. We must have valid insurance on file, which lists all vehicles being renewed.
2. You must pay \$20 per vehicle
3. You must pay \$5 per Taxi meter
4. Include a \$9 renewal process fee

How do I add/change a vehicle?

If, at any time during the year, you wish to add/change a vehicle, please provide the following:

- Proof of insurance for the additional vehicles.
- A photocopy of the vehicle registration for each vehicle added. Each vehicle registration must show “CAB” or “F/H” in the use class.
- The For Hire certificate fee of \$20 for each vehicle.

Your For Hire permit is valid as long as you remain in business, but your vehicle certificates must be renewed each year.

A for hire license is required for any business that provides transportation for compensation and is not required to be registered through Utilities and Transportation Commission, or is not a limousine company.

WHAT TO SEND OR BRING:

- ☐ Completed Master Application form.
- ☐ Certificate of Insurance (can be faxed from the insurance company).
- ☐ Current copy of Washington State Vehicle Registration for *each vehicle*.
- ☐ For Hire Addendum form, **already signed by the local approving authority.** (This form can be faxed)
Form available from the Master License Service (360) 664-1400, Fax (360) 570-7875

continued on reverse



B U S I N E S S B U L L E T I N

SAMPLE REQUIREMENTS

CERTIFICATE OF INSURANCE				DATE (MM/DD/YY) 05/12/99	
PRODUCER GENERIC INSURANCE ABC LANE ANYWHERE WA 98111-1111		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW.			
INSURED 1 JOHN DOE DBA: JOHN'S TAXI 122 CENTRAL AVE ANYWHERE WA 98111		COMPANIES AFFORDING COVERAGE COMPANY A TAXI INSURANCE COMPANY 4 COMPANY B			
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENTS, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PRIOR CLAIMS.					
CO. LTR.	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMED: <input type="checkbox"/> OCCUR OWNER'S & CONTRACTOR'S PROP.				GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ PERSONAL & AUTO PROPRTY \$ EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$
A	AUTOMOBILE LIABILITY ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	R4603348A 2	12/04/98 3	12/04/99 3	COMBINED SINGLE LIMIT 5 BODILY INJURY (Per person) \$100,000 BODILY INJURY (Per accident) \$300,000 PROPERTY DAMAGE \$ 25,000
	LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY \$ EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY UMBRELLA OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
OTHER					
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS 1993 CHEVROLET 1G1VV52D8VV193006 6					
CERTIFICATE HOLDER DEPT OF LICENSING MASTER LICENSE SERVICE 7 PO BOX 9034 OLYMPIA WA 98507		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL endeavor TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE			

STATE OF WASHINGTON										1234B
DEPARTMENT OF LICENSING										
VEHICLE TITLE APPLICATION/REGISTRATION CERTIFICATE										
5/25/1999										
LIC/PLT	ISSUE-DATE	TAB-NO	REG-EXP	VALUE-CODE	DEPRE	MO-REG	MO-GWT			
12345B	10/1999	S223344	10/20/2000	24689/1993	1	12				
POWER	USE	MOD-YR	MAKE	SERIES/BODY	VIN OR SERIAL-NO	RES-CO	INC/UNINC			
G	F/H	1993	CHEV	CAP4D	1G1VV52D8VV193006 6	17	I			
SCLMT	SEAT	GWT	GWT-STRT	GWT-EXP	FLEET	PREVPL	PREV-TITLE-NO	ST		
00			/	/	/	26549C	9428622322	WA		
COMMENT: 7 - 18 - USE TAX WAIVED (A) -COLOR -WHITE										
BRANDS-WA/FORMER EXEMPT MILEAGE 16579 A										
REGISTERED OWNER					LEGAL OWNER					
JOHN DOE DBA JOHN'S TAXI 122 CENTRAL AVE ANYWHERE WA 98111 1										

- 1 Owner name & firm/trade name must be the same on insurance, master application & vehicle registration certificate.
- 2 Include policy number.
- 3 Policy effective & expiration dates must show current coverage.
- 4 Display name of insurance company.
- 5 Minimum combined single limit coverage of \$325,000
OR
split limit coverage of \$300,000/\$100,000/\$25,000.
- 6 Insurance certificate must show year, make and complete VIN # of each car, which must match vehicle registration certificate.
- 7 Certificate holder must be Dept. of Licensing, Master License Service, PO Box 9034 Olympia, WA 98507.
- 8 Use class must be "F/H" or "CAB".

If you have any questions or need further information, please call:
Master License Service at (360) 664-1400